

ENERGY SERVICES MANAGER (ESM)

DEFINITION

To plan, organize, direct and coordinate the activities of the Energy Services Program within the Department of Conservation & Environmental Services, including; implementation of the Energy Strategy and Action Plan, development of the Community Choice Aggregation Implementation Plan, identification and implementation of energy conservation measures, and provide highly complex staff assistance to the Director of Conservation and Environmental Services.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Conservation and Environmental Services.

Exercises direct supervision over assigned professional and technical personnel, interns and consultants.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, organize and direct the Energy Services Program activities, including the development and implementation of program goals, objectives, policies, and procedures.

Prepare program and project budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies and administer the approved budget.

Seek grants and other non-general fund sources to financially support the development and implementation of energy programs that implement the City's Energy Strategy and Action Plan and related Departmental goals.

Work cooperatively with SDG&E to maximize the potential program benefits for Chula Vista residents, businesses and City facilities for energy conservation, demand management, alternative energy and related programs identified for funding in the Memorandum Of Understanding (MOU) between the City and SDG&E, as well as other rate financed energy programs that may be established.

Develop and submit applications to the California Public Utility Commission (CPUC) for funding, administration, and implementation of Public Purpose Programs.

Develop and implement the Community Choice Aggregator (CCA) Plan; coordinate related stakeholder meetings.

Represent the City to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Represent the Chula Vista ratepayers' interests in workshops, hearings, and proceedings before the California Public Utilities Commission (CPUC), SANDAG Energy Working Group and other local state or federal agencies regarding energy issues as assigned.

Engage the Governor's Office, and prepare a report for City Council with a recommendation(s) regarding the photovoltaic (solar) program for: "A Billion Dollar Initiative for One Million Homes".

Evaluate the feasibility of pursuing a local "solar initiative" to finance and promote the development of local renewable resources.

Conduct resource planning with other electric utilities, requiring negotiations involving complex terms and conditions for integrated power resources and for participation in joint ownership of generation and transmission facilities.

Coordinate with consultants and other agencies on regulatory and legislative matters affecting utility operations; testify before state and federal regulatory and legislative bodies as required.

Establish guidelines for the development of electric sales, rules, and regulations and the issuance of revenue bonds.

Research and prepare technical and administrative reports; prepare written correspondence.

Direct, oversee and participate in the development of assigned work activities and projects; monitor work flows; review and evaluate work products, methods and procedures.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

A practical working knowledge of the public/private energy market.

Knowledge of:

Principles and practices of electric utility operations, management, and organization.

Utility economics and financing.

Methods, materials, techniques, and equipment used in the construction, operation, and maintenance of an electric utility.

Applicable regulatory codes and laws related to the development, constructions, and operation of an electric utility.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Translate the analysis of complex issues into comprehensive, concise and understandable public documents such as Council Agenda Statements, requests for proposals, contracts, power point presentations and letters to public agencies that express the Cities position on various energy related issues.

Effectively practice time management skills, demonstrate the ability to establish project timelines and reasonably meet those timelines, prioritize a list of high profile projects and be able to adjust to changing priorities as assigned.

Organize and supervise the energy services operations.

Identify and respond to community and City Council issues, concerns, and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient electric services.

Prepare and administer large and complex budgets.

Analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Apply the ability and knowledge listed above to working with other City staff and departments as a team member.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in public utilities planning, coordinating, and financing, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Environmental Studies, Public Administration, Business Administration, or a related field.